



meeting minutes #3

architecture

engineering

management

project name: Town of Monterey
Library Addition

project no.: tom-4020

meeting date: 03.28.16

issue date: 03.30.16

present:

Mark Makuc-Library Director, Daniel Pallotta-Project Manager, Mickey Jervas-Trustee, Lisa Smyle-Trustee, John Higgins-Trustee, Kenn Basler-Trustee & Selectman, Ben Kreider-Trustee, Marypaul Yates-Trustee, Tim Eagles-edm, Rebecca Tamol-Kay-edm

distribution: attendees

Discussion:

- Dan asked **edm** to put plan pd-2 from the last meeting on the alternate site behind the Town Fire Dept. so it can be included in the Grant Application.
- Discussion about when town meeting is held or if special meetings will have to be called for approval from the town needed for the Grant Application.

pd-A discussion:

- Plan reviewed.
- Trustees don't like the building being in front of the existing 1931 building would prefer it set back.

pd-B discussion:

- Plan reviewed.
- Trustees prefer this scheme for further development with the following notes:
 - Like the building being set back from the original 1931 building.
 - Get rid of the entrance vestibule and open up right into the lobby space. Coat rack on one side and bulletin board on the other.
 - Create better visibility of Lobby and multi-purpose room door from circulation desk.
 - Add a door onto the multi-purpose room with some windows for visual access into room.
 - Remove the door between the children's space and the multi-purpose room.
 - Slide the stairs over and put more windows in the wall with the entry to the library to allow for more visual access into the multi-purpose room.

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General

- Building under 7,500 sf total, no sprinkler required. **edm** will check assembly use to verify sprinklers not required for this size of building.
- Grant application asks about future space for growth, the building will have a basement which can have windows and a lift installed if the library ever needed to grow beyond this new addition.
- Connection of the reading deck to the river will be looked into with the Massachusetts Architectural Access Board.
- Seating in the multi-purpose room? The Library Program chart states 60 seats, the program text lists 75 seats and 100 standing. Mark Makuc said he based 60 off of what they currently use and the 75 was from a chart to calculate seating per sf.
- How many people will code allow for the multi-purpose room. You are allowed 50 people per toilet, so 100 people would be the limit with 2 toilets proposed and non-simultaneous use of the library.
- Talked about shelving in circulation desk/workroom space. For this phase of the design it is very schematic and enough is shown for intent.
- Shelves on wheels are preferred so the space can be changed over time. Shelving along walls will be fixed.
- Concern about enough light coming into the multi-purpose room, especially with the dark ceiling. **edm** to look at painting the ceiling, removing the ceiling and opening it up to the attic space for additional ceiling height, adding solar-tubes/skylights..
- More discussion needed with Foresight for work within the 50ft wetlands setback. If needed, the building can be modified to work without crossing the line.
- Cost was discussed.

Next meeting Monday, April 25, 2016 at 4:00 pm.